

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR NEWTON PUBLIC SCHOOLS

PROJECT MANUAL:

Supply and Deliver of Instructional Supplies

INVITATION FOR BID #11-94

Bid Opening Date: June 17, 2011 at 10:00 a.m.

JUNE 2011

Setti D. Warren, Mayor

CITY OF NEWTON
PURCHASING DEPARTMENT
INVITATION FOR BID #11-94

The City of Newton invites sealed bids from Contractors for

SUPPLY AND DELIVERY OF INSTRUCTIONAL SUPPLIES FOR NEWTON PUBLIC SCHOOLS

Bids will be received until: **10:00 a.m., June 17, 2011**
at the Purchasing Department, Room 204, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for bids, all bids received within the time specified will be publicly opened and read aloud.

Contract Documents will be available on line at www.ci.newton.ma.us/bids or pick up at the Purchasing Department after **10:00 a.m. on June 2, 2011**. There will be no charge for contract documents.

Bid Surety is **not** required with this bid.

Award will be made to the lowest, responsive and responsible bidder **based on category totals (A, B, C, D, E, F, G, H, I, J) with the exception of category Z which will be awarded by line item. If bidding on a particular category (A – J) any bidder not providing prices for all line items may be deemed unresponsive and therefore rejected. Multiple awards may occur under this contract. This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.**

Deliveries are to be completed by **August 26th, 2011**, unless otherwise indicated or notified by the Contractor and approved in writing by the Purchasing Manager, Newton Public Schools.

All bids must be submitted in the manner and form prescribed by the Invitation for Bid which controls award of the contract. The continuation of this contract shall be subject to the vendor meeting the minimum requirements of the scope of service with no change in the contract price, terms and conditions and to the appropriation and /or continuation of funding.

All prices shall be FOB inside delivery, satisfactory installation, clean-up and removal of all debris.

All bids are subject to the provisions of M.G.L. Chapter 30B.

All bids shall be submitted as one (1) ORIGINAL and two (2) COPIES.

All City of Newton bids are available on the City's web site, www.ci.newton.ma.us/bids. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda's will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Dept. (617) 796-1220 or e-mail purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City of Newton will reject any and all bids when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

CITY OF NEWTON

Rositha Durham
Chief Procurement Officer

June 2, 2011

CITY OF NEWTON
DEPARTMENT OF PURCHASING
INSTRUCTIONS TO BIDDERS

ARTICLE 1 - BIDDER'S REPRESENTATION

- 1.1 Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that:
- 1.2 The Bidder has read and understands the Contract Documents and the bid is made in accordance therewith.
- 1.3 The Bidder has visited the site and is familiar with the local conditions under which the Work has to be performed.
- 1.4 Failure to so examine the Contract Documents and site will not relieve any Bidder from any obligation under the bid as submitted.

ARTICLE 2 - REQUEST FOR INTERPRETATION

- 2.1 Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.
- 2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will answer such requests if received Friday, June 10, 2011 at 12:00 noon.
- 2.3 Interpretation, correction, or change in the Contract Documents will be made by Addendum which will become part of the Contract Documents. The City will not be held accountable for any oral instruction.
- 2.4 Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents.
- 2.5 Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at www.ci.newton.ma.us/bids.
- 2.6 Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the bidding process.
- 2.7 Bidders downloading information off the internet web site are solely responsible for obtaining any addenda prior to the bid opening. If the bidder makes themselves known to the Purchasing Dept., at purchasing@newtonma.gov or via facsimile (617) 796-1227, they shall be placed on the bidder's list. Bidders must provide the Purchasing Dept. with their company's name, street address, city, state, zip, phone, fax, email address and **INVITATION FOR BID #11-94**.

ARTICLE 3 - MBE PARTICIPATION

- 3.1 Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton, dated December 1999 is applicable to all construction contracts in excess of \$10,000.00. A copy of this plan is on file at City of Newton Purchasing Department.
- 3.2 Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program is applicable to all City contracts for goods and services in excess of \$50,000.00. Copies of these plans are incorporated in the bidding documents.

ARTICLE 4 - PREPARATION AND SUBMISSION OF BIDS

- 4.1 Bids shall be submitted on the "Bid Form" as appropriate, furnished by the City.
- 4.2 All entries on the Bid Form shall be made by typewriter or in ink.
- 4.3 Any quantities indicated on the Bid Form or elsewhere in the Project Manual or Drawings are estimates only and are given solely as a basis for the comparison of bids. The City does not by implication or otherwise guarantee them to be even approximately correct. The Contractor shall have no claim for additional compensation, or refuse to do the work called for, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the proposal.
- 4.4 Where so indicated on the Bid Form, sums shall be expressed in both words and figures. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.
- 4.5 All proposals which contain abnormally high prices, or abnormally low prices, for any class of work, or those which contain unbalanced bidding in any form or manner may be rejected as informal.
- 4.6 Bid Deposits shall be submitted in the amount specified in the Invitation for Bids. They shall be made payable to the City of Newton and shall be either in the form of cash, certified check, treasurer's or cashier's check issued by a responsible bank or trust company, or a bid bond issued by a surety licensed to do business in the Commonwealth of Massachusetts; and shall be conditioned upon the faithful performance by the principal of the agreements contained in the bid.
- 4.7 Bid deposits of the three (3) lowest responsible and eligible Bidders shall be retained until the execution and delivery of the Owner/Contractor agreement.
- 4.8 The Bid, including the bid deposit shall be enclosed in a sealed envelope with the following plainly marked on the outside:
- GENERAL BID FOR:
 - NAME OF PROJECT AND INVITATION NUMBER
 - BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER
- 4.9 Date and time for receipt of bids is set forth in the Invitation for Bids.
- 4.10 Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder.

ARTICLE 5 – ALTERNATES

- 5.1 Each Bidder shall acknowledge Alternates (if any) in Section C on the Bid Form.
- 5.2 In the event an Alternate does not involve a change in the amount of the base bid, the Bidder shall so indicate by writing "No Change", or "N/C" or "0" in the space provided for that Alternate.
- 5.3 Bidders shall enter on the Bid Form a single amount for each Alternate which shall consist of the amount for work performed by the Contractor.
- 5.4 The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

ARTICLE 6 - WITHDRAWAL OF BIDS

- 6.1 Any bid may be withdrawn prior to the time designated for receipt of bids on written or telegraphic request. Telegraphic withdrawal of bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for receipt of bids.
- 6.2 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.
- 6.3 No bids shall be withdrawn for sixty days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

ARTICLE 7 - CONTRACT AWARD

- 7.1 The City of Newton will award the contract to the lowest responsive and responsible Bidder within sixty days, Saturdays, Sundays, and legal holidays excluded after the opening of bids.
- 7.2 The City of Newton reserves the right to waive any informalities in or to reject any or all Bids if it be in the public interest to do so.
- 7.3 As used herein, the term "lowest responsive and responsible Bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders whose bid conforms in all respects to the Invitation for Bids and who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance; (2) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.
- 7.4 It is the purpose of the City not to award this contract to any bidder who does not furnish evidence satisfactory to the Chief Procurement Officer that he has the ability and experience in this class of work and that he has sufficient capital and plant to enable him to prosecute the same successfully and to complete it within the specified time and that he will complete it in accordance with the terms thereof.
- 7.5 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a Contract in the form included in the Contract Documents in such number of counterparts as the City may require.
- 7.6 In the event that the City receives low bids in identical amounts from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

ARTICLE 8 – TAXES

- 8.1 The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.
- 8.2 The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City's exemption Number is E-046-001-404.
- 8.3 In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

END OF SECTION

CITY OF NEWTON
DEPARTMENT OF PURCHASING
BID FORM #11-94

- A. The undersigned proposes to furnish all labor, materials, tools, equipment, transportation and supervision required to perform all work in accordance with the Project Manual prepared by the City of Newton entitled:

SUPPLY AND DELIVERY OF INSTRUCTIONAL SUPPLIES AT NEWTON PUBLIC SCHOOLS

- B. This bid includes addenda number(s) _____, _____, _____, _____,
- C. The total contract price is per attached ITEM SHEETS (11 pages).

Supply and delivery of Instructional Supplies

COMPANY NAME _____

- D. The undersigned has completed and submits herewith the following documents:
- ☐ Signed Bid Form, 2 pages
 - ☐ Bidder's Qualification Form and References, 2 pages
 - ☐ Certificate of Non-Collusion, 1 page
 - ☐ Attestation, 1 page
 - ☐ Item Sheets, 11 pages
- E. The undersigned agrees that, if selected as general contractor, s/he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of this bid.

The undersigned hereby certifies that it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of General Bidder)
BY: _____

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)
_____/_____
(Telephone) (FAX)

(E-mail Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City of Newton for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLCY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLCY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLCY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Newton in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigns' knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the City of Newton.
2. Prices quoted must include delivery to the City, as specified on the Purchase Order.
3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.
5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
6. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Seller.
7. The Seller shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at it's expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefore.
8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
9. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
10. If so stated in the Invitation For Bid the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).
11. If the Invitation for Bids requires bid surety, this surety shall be in the form of a cash, bid bond, cashier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original bid in the Office of the Purchasing Agent. Failure to do so will lead to rejection of bid. The bid surety will be returned to the successful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.
12. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.
13. The Seller shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.
14. "Equality - An item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being

contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor.

For the use of material other than the one specified, the Vendor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Vendor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Vendor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Vendor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Vendor shall pay for such costs."

15. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.
16. Notice is hereby given that the City of Newton Minority Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-discrimination and Affirmative Action Program is applicable to all City of Newton contracted in excess of \$50,000.00. A copy of these plans may be obtained from the Purchasing Department.
17. Right To Know:

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

18. In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD RESULT IN THE
CANCELLATION OF YOUR CONTRACT.**

NEWTON PUBLIC SCHOOLS

Specifications for the Supply and Delivery of Instructional Supplies for Newton Public Schools

1.0 Scope

- 1.1 Newton Public Schools is accepting bids for INSTRUCTIONAL Supplies as per the bid list attached. All bids must be submitted in the manner and form prescribed by the Specifications which control award of the contract(s). Bid items will be awarded **to the lowest responsive and responsible bidder based on category total (A, B, C, D, E, F, G, H, I, J) with the exception of category Z which will be awarded by line item. If bidding on a particular category (A – J) ALL items within that category must be bid on.**
- 1.2 Quantities specified are based on a census taken by Newton Public Schools. Newton Public Schools reserves the right to increase or decrease quantities to be ordered within the time limits set forth in the bid. In accordance with M.G.L. c.30B the total increase shall not exceed twenty-five percent (25%) of the total contract price. Bids must remain in effect a minimum of ninety (90) days after the bid opening.
- 1.3 All prices shall be F.O.B. Destination inside individual schools.
- 1.4 **There are 11 pages of Item Sheets - PLEASE ensure that you submit all pages and mark any items you do NOT wish to bid on with the words “NO BID”.**

2.0 Description and Quality

- 2.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Contractors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within five (5) days after the request.
- 2.2 Newton Public Schools encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service: 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.
- 2.3 Material Safety Data Sheets must be forwarded to the Purchasing Department, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460, within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

3.0 Delivery

- 3.1 All packages, cartons, or other containers must be clearly marked with a) the school designation, b) a packing slip with contents or item number from specifications, c) the number of boxes on shipment, d) the purchase order number and e) the vendor's name and order number. **December and April** copy paper deliveries shall not be subject to any additional shipping charges.
- 3.2 Deliveries shall be made to approximately twenty-two (22) schools as per the bid award schedule. All deliveries shall be made to the inside of the buildings and contractors are cautioned to notify their shipping contractors that adequate assistance must be provided at the point of delivery. No sidewalk deliveries will be accepted.
- 3.3 **This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.**
- 3.4 Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Forty-eight (48) hours notice of delivery is required by contacting Purchasing 617-559-9050. Newton Public Schools shall not be responsible for deliveries that cannot be made because notice was not received in time.
- 3.5 **Deliveries are to be completed by August 26th, 2011, unless otherwise indicated or notified by the Contractor and approved in writing by the Purchasing Manager, Newton Public Schools.**

4.0 Payment

- 4.1 Invoices shall be billed to Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, Massachusetts 02460.
- 4.2 Invoices must be in duplicate, by school, including the a) purchase order number, b) school name, c) item number, d) quantities, e) description, f) unit price and g) totals.

END OF SECTION

NEWTON PUBLIC SCHOOL
INSTRUCTIONAL SUPPLIES ITEM SHEET (11 sheets)

COMPANY NAME: _____

Item Number/ Category	Description or Approved Equal	Unit	Unit Cost	Qty	Total	As Spec or Approved equal brand, model #, pg#, (attach specs)
CATEGORY A:						
01-01-003 CAT#A 1 OF 3	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	2130	\$ _____	
01-01-004 CAT#A 2 OF 3	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (DECEMBER DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	1869	\$ _____	
01-01-005 CAT#A 3 OF 3	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (APRIL DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP	CTN/10 REAMS	\$ _____	645	\$ _____	Category A Total: \$ _____
CATEGORY B:						
01-01-006 CAT#B 1 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - CANARY 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	39	\$ _____	
01-01-007 CAT#B 2 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - BLUE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	39	\$ _____	
01-01-008 CAT#B 3 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - SALMON 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	21	\$ _____	
01-01-009 CAT#B 4 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - GREEN 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	28	\$ _____	
01-01-010 CAT#B 5 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - GOLDENROD 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	17	\$ _____	

01-01-012 CAT#B 6 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - PINK 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	20	\$ _____	
01-01-013 CAT#B 7 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - CHERRY 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	18	\$ _____	
01-01-014 CAT#B 8 OF 8	MULTI- PURPOSE RECYCLED COPY PAPER - LILAC 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	22	\$ _____	Category B Total: \$ _____
CATEGORY C:						
01-15-007 CAT#C 1 OF 9	REPORT COVER 2- POCKETS, DARK BLUE: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	71	\$ _____	
01-15-008 CAT#C 2 OF 9	REPORT COVER 2- POCKETS, TEAL: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	59	\$ _____	
01-15-009 CAT#C 3 OF 9	REPORT COVER 2- POCKETS, ORANGE: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	85	\$ _____	
01-15-010 CAT#C 4 OF 9	REPORT COVER 2-POCKETS, PURPLE: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	85	\$ _____	
01-15-011 CAT#C 5 OF 9	REPORT COVER 2- POCKETS, RED: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	111	\$ _____	
01-15-012 CAT#C 6 OF 9	REPORT COVER 2- POCKETS, LIGHT BLUE: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	101	\$ _____	
01-15-013 CAT#C 7 OF 9	REPORT COVER 2- POCKETS, YELLOW: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	132	\$ _____	
01-15-014 CAT#C 8 OF 9	REPORT COVER 2- POCKETS, LIGHT GREEN: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	95	\$ _____	
01-15-015 CAT#C 9 OF 9	REPORT COVER 2- POCKETS, ASSORTED COLORS: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	112	\$ _____	Category C Total: \$ _____
CATEGORY D:						
01-15-016 CAT#D 1 OF 4	REPORT COVER 2- POCKETS, 3-FASTENERS, ASSORTED COLORS: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	21	\$ _____	
01-15-017 CAT#D 2 OF 4	REPORT COVER 2- POCKETS, 3-FASTENERS, GREEN: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	56	\$ _____	
01-15-018 CAT#D 3 OF 4	REPORT COVER 2- POCKETS, 3-FASTENERS, BLUE: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	46	\$ _____	

01-15-019 CAT#D 4 OF 4	REPORT COVER 2- POCKETS, 3- FASTENERS, RED : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	51	\$ _____	Category D Total: \$ _____
CATEGORY E:						
01-21-003 CAT#E 1 OF 4	BALLPOINT STICK PENS: BLACK MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC OR PAPERMATE EAGLE. NO SUBSTITUTE.	BOX/12	\$ _____	241	\$ _____	
01-21-004 CAT#E 2 OF 4	BALLPOINT STICK PENS: BLUE MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC OR PAPERMATE EAGLE. NO SUBSTITUTE.	BOX/12	\$ _____	218	\$ _____	
01-21-005 CAT#E 3 OF 4	BALLPOINT STICK PENS: RED MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC OR PAPERMATE EAGLE. NO SUBSTITUTE.	BOX/12	\$ _____	64	\$ _____	
01-21-010 CAT#E 4 OF 4	BALLPOINT RETRACTABLE PENS: BLACK MEDIUM POINT. NONREFILLABLE; BIC CLIC STIC. NO SUBSTITUTE.	BOX/12	\$ _____	62	\$ _____	Category E Total: \$ _____
CATEGORY F:						
01-40-030 CAT#F 1 OF 6	LOW ODOR DRY ERASE MARKER - BLACK - CHISEL TIP: CERTIFIED NON- TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8001. NO SUBSTITUTE.	BOX/12	\$ _____	361	\$ _____	
01-40-031 CAT#F 2 OF 6	LOW ODOR DRY ERASE MARKER - RED - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8002. NO SUBSTITUTE.	BOX/12	\$ _____	118	\$ _____	
01-40-032 CAT#F 3 OF 6	LOW ODOR DRY ERASE MARKER - BLUE - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8003. NO SUBSTITUTE.	BOX/12	\$ _____	301	\$ _____	
01-40-033 CAT#F 4 OF 6	LOW ODOR DRY ERASE MARKER - GREEN - CHISEL TIP: CERTIFIED NON- TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8004. NO SUBSTITUTE.	BOX/12	\$ _____	94	\$ _____	
01-40-040 CAT#F 5 OF 6	LOW ODOR DRY ERASE MARKER 4 - COLOR SET CHISEL TIP: BLACK, RED, BLUE AND GREEN, CERTIFIED NON- TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80074. NO SUBSTITUTE.	SET/4	\$ _____	299	\$ _____	
01-40-041 CAT#F 6 OF 6	LOW ODOR DRY ERASE MARKER 8 - COLOR SET CHISEL TIP: BLACK, RED, BLUE, GREEN, YELLOW, ORANGE, BROWN AND PURPLE, CERTIFIED NON- TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80078. NO SUBSTITUTE.	SET/8	\$ _____	30	\$ _____	Category F Total: \$ _____
CATEGORY G:						
01-56-001 CAT#G 1 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; WHITE.	EACH	\$ _____	354	\$ _____	
01-56-002 CAT#G 2 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; WHITE.	EACH	\$ _____	585	\$ _____	
01-56-003 CAT#G 3 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; WHITE.	EACH	\$ _____	459	\$ _____	

01-56-004 CAT#G 4 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; WHITE .	EACH	\$_____	31	\$_____	Category G Total: \$_____
CATEGORY H:						
01-56-005 CAT#H 1 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; BLACK .	EACH	\$_____	3	\$_____	
01-56-006 CAT#H 2 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; BLACK .	EACH	\$_____	233	\$_____	
01-56-007 CAT#H 3 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; BLACK .	EACH	\$_____	51	\$_____	
01-56-008 CAT#H 4 OF 4	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; BLACK .	EACH	\$_____	15	\$_____	Category H Total: \$_____
CATEGORY I:						
01-56-009 CAT#I 1 OF 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 1/2 INCH CAPACITY; WHITE .	EACH	\$_____	48	\$_____	
01-56-010 CAT#I 2 OF 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 1 INCH CAPACITY; WHITE . SAMPLE REQUIRED.	EACH	\$_____	78	\$_____	
01-56-011 CAT#I 3 OF 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 2 INCH CAPACITY; WHITE	EACH	\$_____	67	\$_____	
01-56-012 CAT#I 4 OF 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 3 INCH CAPACITY; WHITE .	EACH	\$_____	59	\$_____	Category I Total: \$_____
CATEGORY J:						
01-56-020 CAT#J 1 OF 4	BINDING COMBS: PLASTIC; BLACK ; 1/4 INCH SPINE DIAMETER. 25 SHEET CAPACITY.	BOX/100	\$_____	4	\$_____	
01-56-021 CAT#J 2 OF 4	BINDING COMBS: PLASTIC; BLACK ; 3/8 INCH SPINE DIAMETER. 55 SHEET CAPACITY.	BOX/100	\$_____	36	\$_____	
01-56-022 CAT#J 3 OF 4	BINDING COMBS: PLASTIC; BLACK ; 1/2 INCH SPINE DIAMETER. 85 SHEET CAPACITY.	BOX/100	\$_____	37	\$_____	
01-56-023 CAT#J 4 OF 4	BINDING COMBS: PLASTIC; BLACK ; 3/4 INCH. SPINE DIAMETER. 150 SHEET CAPACITY.	BOX/100	\$_____	5	\$_____	Category J Total: \$_____
CATEGORY Z:						
01-01-020 CAT#Z 1 OF 96	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 14 , 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$_____	8	\$_____	

01-01-030 CAT#Z 2 OF 96	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 11 X 17, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY); HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/5 REAMS	\$ _____	34	\$ _____	
01-01-075 CAT#Z 3 OF 96	LINED WHITE COMPOSITION PAPER 8 X 10-1/2 RULED 3/8" SHORT WAY: WHITE SULFITE, 16LBS; NO MARGINS.	CTN/10 REAMS	\$ _____	23	\$ _____	
01-01-080 CAT#Z 4 OF 96	LINED WHITE COMPOSITION PAPER 8 X 10-1/2; 3-HOLE PUNCHED RULED, 3/8" SHORT WAY: WHITE SULFITE, SUBSTANCE 16, NO MARGINS.	CTN/10 REAMS	\$ _____	46	\$ _____	
01-01-085 CAT#Z 5 OF 96	LINED WHITE WRITING PADS 8-1/2 X 11 RULED 3/8" SHORT WAY: WHITE SULFITE, NO MARGINS, SUBSTANCE 16, 100 SHEETS/PAD.	CTN/48 PADS	\$ _____	9	\$ _____	
01-01-087 CAT#Z 6 OF 96	LINED CANARY WRITING PADS 8-1/2 X 11 RULED 3/8" SHORT WAY NO MARGINS, 50 SHEETS/PAD 16 LB.	PKG/12	\$ _____	18	\$ _____	
01-01-090 CAT#Z 7 OF 96	SPELLING SLIPS 4 X 10-1/2 RULED 3/8" SHORT WAY: WHITE, SUBSTANCE 16.	REAM/ 500SHTS.	\$ _____	1	\$ _____	
01-01-092 CAT#Z 8 OF 96	RAINBOW SENTENCE STRIPS 3" X 24": KRAFT PAPER, 1-3/4 GUIDELINE, YELLOW, ORANGE, PINK, BLUE, GREEN. BEMISS- JASON 7340-0 OR APPROVED EQUAL.	PKG/100	\$ _____	58	\$ _____	
01-01-105 CAT#Z 9 OF 96	GRAPH PAPER 8-1/2 X 11 RULED 1/4": TWO SIDED, WHITE, SUBSTANCE 16.	CTN/10 REAMS	\$ _____	11	\$ _____	
01-01-110 CAT#Z 10 OF 96	GRAPH PAPER 8-1/2 X 11 RULED 1/2": TWO SIDED, WHITE, SUBSTANCE 16.	CTN/10 REAMS	\$ _____	15	\$ _____	
01-01-120 CAT#Z 11 OF 96	CHART PAPER TABLETS: GUIDELINE RULED 24 X 32 1 1/2"; CASCADE #: 166399 OR APPROVED EQUAL.	EACH/ 25 SHTS.	\$ _____	67	\$ _____	
01-01-140 CAT#Z 12 OF 96	MANILA OAKTAG 9 X 12 MEDIUM WT. 125 LBS. RIVERSIDE 4104R OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	100	\$ _____	
01-01-145 CAT#Z 13 OF 96	MANILA OAKTAG 12 X 18 HEAVY Wt.150 LBS. RIVERSIDE OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	74	\$ _____	
01-01-150 CAT#Z 14 OF 96	MANILA OAKTAG 18 X 24 HEAVY WT. 150 LBS. RIVERSIDE OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	32	\$ _____	
01-01-160 CAT#Z 15 OF 96	EASEL CHART PAPER PAD 24 X 32: TOP GRADE BOND, PADDED AT TOP, 1" RULING, 3-HOLE PUNCHED FOR EASEL.	PAD/70 SHTS	\$ _____	435	\$ _____	
01-01-162 CAT#Z 16 OF 96	EASEL PAD 27 x 34 1" SQUARES: 3-HOLE PUNCHED FOR EASEL. TOPS-7900 OR APPROVED EQUAL.	PAD/50 SHTS	\$ _____	24	\$ _____	
01-05-001 CAT#Z 17 OF 96	SPELLING BOOK 5-1/2 x 8-1/2: 24 PAGES, WHITE, SUBSTANCE 16 LBS., RULED 3/8" W/BUE HORIZONTAL LINES AND DOUBLE RED CENTER LINE FORMING 2 COLUMNS. CASCADE BRAND 022872 OR APPROVED EQUAL.	PKG/48	\$ _____	66	\$ _____	

01-05-005 CAT#Z 18 OF 96	COMPOSITION BOOK 7-1/2 X 9-3/4, 60 SHEETS (120 PAGES): WHITE SUBSTANCE 15 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. SAMPLE REQUIRED.	CTN/144	\$_____	48	\$_____	
01-05-010 CAT#Z 19 OF 96	COMPOSITION BOOK 7 X 8-1/2 40 PAGES: WHITE, SUBSTANCE 16 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. TRIPLE WIRE STITCHED. SAMPLE REQUIRED.	DOZEN	\$_____	201	\$_____	
01-05-012 CAT#Z 20 OF 96	MARBLE BOOK 7 X 8-1/2 40 PAGES: RULED 3/8" SHORT WAY WITH MARGIN, FLEXIBLE COVER.	CTN/144	\$_____	9	\$_____	
01-05-013 CAT#Z 21 OF 96	MARBLE COMPOSITION BOOK 9-3/4 X 7-1/2: 100 SHEETS (200 PAGES): WIDE RULED, HARD COVER, SEWN AND TAPE BOUND FOR STRENGTH. ROA77230 OR IF APPROVED EQUAL SAMPLE REQUIRED.	CTN/144	\$_____	13	\$_____	
01-05-015 CAT#Z 22 OF 96	EXAMINATION BLUE BOOK 7 X 8-1/2 16 PAGES: RULED WITH MARGIN.	CTN/800	\$_____	4	\$_____	
01-05-026 CAT#Z 23 OF 96	CLASS RECORD BOOK 8-1/2 X 11: PERFORATED PAGES, WIRE BOUND, SPACE FOR 30-40 NAMES, SEATING CHART, COMMON CENTS CLASS RECORD BOOK #: RIECB910 OR CASCADE 023155 OR IF APPROVED EQUAL SAMPLE REQUIRED.	EACH	\$_____	290	\$_____	
01-05-030 CAT#Z 24 OF 96	HARD COVER SKETCH BOOK 11 X 14: FINE WHITE DRAWING PAPER, 192 MIN. PAGES, EXPERTLY BOUND. CACHET 1004C. NO SUBSTITUTE.	EACH	\$_____	50	\$_____	
01-05-032 CAT#Z 25 OF 96	SIDE SPIRAL SKETCH BOOK 11 X 14: FINE WHITE DRAWING PAPER, 100 MIN..	EACH	\$_____	0	\$_____	
01-05-035 CAT#Z 26 OF 96	STENO NOTEBOOK: 6" X 9"; 80 WHITE PAGES	PACK/12	\$_____	4	\$_____	
01-05-040 CAT#Z 27 OF 96	SELF-STICK REMOVABLE ADHESIVE NOTES: 1 1/2" X 2"; YELLOW.	PACK/12	\$_____	163	\$_____	
01-05-041 CAT#Z 28 OF 96	SELF-STICK REMOVABLE ADHESIVE NOTES: 3' x 3'; YELLOW.	PACK/12	\$_____	146	\$_____	
01-10-001 CAT#Z 29 OF 96	RULED INDEX CARDS 3 X 5: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/1000	\$_____	93	\$_____	
01-10-005 CAT#Z 30 OF 96	RULED INDEX CARDS 4 X 6: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/1000	\$_____	43	\$_____	
01-10-010 CAT#Z 31 OF 96	RULED INDEX CARDS 5 X 8: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/500	\$_____	27	\$_____	
01-15-001 CAT#Z 32 OF 96	VERTICAL FILE FOLDER LETTER SIZE 11-3/4 X 9-1/2: 11 POINT, THIRD CUT, 100/BOX.	CTN/5 BOXES	\$_____	93	\$_____	

01-15-004 CAT#Z 33 OF 96	HANGING FOLDERS: STANDARD GREEN; 11 POINT; 1/3 CUT TAB, LETTER SIZE.	BOX/25	\$ _____	65	\$ _____	
01-20-005 CAT#Z 34 OF 96	INTERMEDIATE ROUND UNTIPPED PENCIL 11/32" DIA.: LARGE DIAMETER LEADS, NOT LESS THAN 6-7/8" LONG. DIXON LADDIE NO. 13304 OR IF APPROVED EQUAL SAMPLE REQUIRED.	GROSS/ 144	\$ _____	4	\$ _____	
01-20-010 CAT#Z 35 OF 96	TRIANGULAR BARREL SHAPED BEGINNER'S PENCIL #2 W/ GUARANTEED LATEX FREE ERASER: NON-TOXIC COLORED BARREL, "LATEX FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING. SAMPLE REQUIRED.	1/2 GROSS	\$ _____	57	\$ _____	
01-20-015 CAT#Z 36 OF 96	STANDARD SIZE TIPPED #2 DEGREE PENCIL: BEST QUALITY, SEMI - HEXAGON EDGE WITH BRASS FERRULE AND Guaranteed LATEX FREE ERASER, BONDED LEAD. " LATEX-FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING. TICONDEROGA DIXON 14402 OR IF APPROVED EQUAL SAMPLE REQUIRED.	GROSS/ 144	\$ _____	464	\$ _____	
01-20-025 CAT#Z 37 OF 96	PENCIL SHARPENERS: SHARPENS 8 SIZES OF PENCILS, STEEL GEARS AND CUTTERS, PENCIL "STOP", MOUNTS ON DESK OR WALL, SCREWS INCLUDED. BOSTON K S 1031 OR APPROVED EQUAL.	EACH	\$ _____	31	\$ _____	
01-20-026 CAT#Z 38 OF 96	PENCIL SHARPENERS: X-ACTO 1606. HIGH VOLUME COMMERCIAL ELECTRIC PENCIL SHARPENER. BEIGE OR BLACK EPI-1606. NO SUBSTITUTE.	EACH	\$ _____	25	\$ _____	
01-20-030 CAT#Z 39 OF 96	LATEX-FREE BLOCK ERASERS: SOFT, PINK, PLIABLE, FREE FROM GRIT, 60-72 PIECES TO A POUND BOX. " LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR IF APPROVED EQUAL SAMPLE REQUIRED.	POUND	\$ _____	91	\$ _____	
01-20-035 CAT#Z 40 OF 96	LATEX-FREE ERASER CAPS FOR PENCILS: TO FIT STD. DIA. PENCIL. "LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR IF APPROVED EQUAL SAMPLE REQUIRED.	GROSS/ 144	\$ _____	54	\$ _____	
01-22-003 CAT#Z 41 OF 96	HIGHLIGHTER - TANK STYLE: CHISEL TIP YELLOW. 12 TO A PACK. SHARPIE 25025 APPROVED EQUAL.	PACK/12	\$ _____	94	\$ _____	
01-22-004 CAT#Z 42 OF 96	HIGHLIGHTER - TANK STYLE: CHISEL TIP ASSORTED COLOR SET. 12 TO A PACK. SHARPIE 25053KF OR APPROVED EQUAL.	PACK/12	\$ _____	48	\$ _____	
01-25-010 CAT#Z 43 OF 96	PRIMARY RULER 30 CM: ONE EDGE GIVES CM MARKINGS AND NUMBERS, THE OTHER EDGE GIVES GRAPHIC AND TACTILE CM, MOLDED-IN RAISED MARKINGS, STURDY PLASTIC, BUILT IN HANDLE. OHAUS OR APPROVED EQUAL.	DOZEN	\$ _____	44	\$ _____	
01-25-015 CAT#Z 44 OF 96	DOUBLE BEVEL RULER ENGLISH- METRIC: 12" LONG, SCALED IN SIXTEENTHS ON ONE BEVEL, METRIC ON OPPOSITE BEVEL, AND FULL PROTRACTOR ON BACK, HARD MAPLE, BRASS EDGE, PENCIL GROOVE. FALCON 431P-12 OR APPROVED EQUAL.	DOZEN	\$ _____	7	\$ _____	

01-25-020 CAT#Z 45 OF 96	YARDSTICKS: WOODEN, VARNISHED. 1-1/8" WIDE. SCALED ON BOTH SIDES. HAS 1/8" DIVISION AND FRACTIONS OF A YARD.	DOZEN	\$ _____	3	\$ _____	
01-25-025 CAT#Z 46 OF 96	METERSTICKS: WOODEN. VARNISHED. 1" WIDE. SCALED IN CENTIMETERS. DIVIDED ON BOTH SIDES, MILLIMETERS ON ONE SIDE AND INCHES DIVIDED INTO EIGHTHS ON THE OTHER.	DOZEN	\$ _____	2	\$ _____	
01-35-001 CAT#Z 47 OF 96	INVISIBLE TAPE IN DISPENSER : WRITE-ON, 3/4" x 300". 3M 105 OR APPROVED EQUAL. SAMPLE REQUIRED.	DOZEN	\$ _____	82	\$ _____	
01-35-005 CAT#Z 48 OF 96	INVISIBLE TAPE 3/4 X 36 YDS: 1 INCH CORE WRITE-ON. 3M NO. 6200 OR APPROVED EQUAL.	DOZEN	\$ _____	128	\$ _____	
01-35-015 CAT#Z 49 OF 96	TRANSPARENT TAPE 3/4 X 36 YDS: 1 INCH CORE GLOSSY FINISH. 3M NO. 5910 OR APPROVED EQUAL.	DOZEN	\$ _____	78	\$ _____	
01-35-019 CAT#Z 50 OF 96	TAPE DISPENSER: WEIGHTED. NON-SLIP RUBBER BASE. HOLDS UP TO 3/4"WIDE, 1" CORE TAPE.	EACH	\$ _____	161	\$ _____	
01-35-020 CAT#Z 51 OF 96	MASKING TAPE 3/4 INCH X 60 YARDS.: 3M NO. 234 OR IF APPROVED EQUAL SAMPLE REQUIRED.	DOZEN	\$ _____	29	\$ _____	
01-35-023 CAT#Z 52 OF 96	BLUE MASKING TAPE 1 INCH X 30 YARDS: EASY REMOVAL DOES NOT HARM PAINT. 3M SCOTCH BLUE MASKING TAPE #2090-TA1510 OR APPROVED EQUAL.	PKG/ 2 ROLLS	\$ _____	41	\$ _____	
01-35-025 CAT#Z 53 OF 96	DUCT TAPE 2 INCH WIDE X 60 YARDS: MINIMUM .9MIL. SHUR OR IF APPROVED EQUAL SAMPLE REQUIRED.	ROLL	\$ _____	57	\$ _____	
01-35-030 CAT#Z 54 OF 96	PACKAGING TAPE: CLEAR VIEW, APPROX. 2 INCH X 55 YDS; 3 INCH CORE; MINIMUM 1.6 MIL THICK; SAMPLE REQUIRED.	PACK/6	\$ _____	38	\$ _____	
01-35-035 CAT#Z 55 OF 96	CLEAR GLUE STICKS: NONTOXIC, ACID-FREE. APPROX .26 OZ; AVERY 98070 OR IF APPROVED EQUAL SAMPLE REQUIRED.	PACK/18	\$ _____	232	\$ _____	
01-40-019 CAT#Z 56 OF 96	MARKERBOARD ERASER 5x2x1. CLEANS UP W/SOAP AND WATER. SANFORD EXPO 81505 OR APPROVED EQUAL.	DOZEN	\$ _____	84	\$ _____	
01-45-001 CAT#Z 57 OF 96	HALF STRIP STAPLER: OPEN CHANNEL LOADING, NON-SKID, POSITIVE LATCH RELEASE, HOLDS 105 STANDARD STAPLES, MUST OPEN FLAT. SWINGLINE 711 W/ R OR BOSTITCH B400 OR IF APPROVED EQUAL SAMPLE REQUIRED.	EACH	\$ _____	123	\$ _____	
01-45-003 CAT#Z 58 OF 96	FULL STRIP STAPLER: ANVIL ROTATES FOR STAPLING OR PINNING, FULL RUBBER FOOT. SWINGLINE 545 OR BOSTITCH B440 OR IF APPROVED EQUAL SAMPLE REQUIRED.	EACH	\$ _____	120	\$ _____	
01-45-005 CAT#Z 59 OF 96	STAPLES STANDARD.	BOX/5M	\$ _____	442	\$ _____	
01-45-007 CAT#Z 60 OF 96	STAPLE REMOVER: RUST-PROOF STEEL JAWS REMOVE STAPLES EASILY WITHOUT DAMAGING PAPER. SWINGLINE 100 OR APPROVED EQUAL.	EACH	\$ _____	169	\$ _____	

01-55-001 CAT#Z 61 OF 96	PAPER CLIPS GEM #1: 100/BOX.	CTN/10 BOXES	\$_____	129	\$_____	
01-55-005 CAT#Z 62 OF 96	PAPER CLIPS JUMBO: 100/BOX.	CTN/10 BOXES	\$_____	228	\$_____	
01-55-012 CAT#Z 63 OF 96	SMALL METAL BINDER CLIPS: 3/4 INCH WITH 3/8 INCH CAPACITY; BLACK	12/BOX	\$_____	54	\$_____	
01-55-013 CAT#Z 64 OF 96	MEDIUM METAL BINDER CLIPS: 1 1/4 INCH WITH 5/8 INCH CAPACITY; BLACK	12/BOX	\$_____	79	\$_____	
01-55-014 CAT#Z 65 OF 96	LARGE METAL BINDER CLIPS: 2 INCH SIZE WITH 1 INCH CAPACITY; BLACK.	PKG/12	\$_____	59	\$_____	
01-55-015 CAT#Z 66 OF 96	ASSORTED METAL BINDER CLIPS: BLACK.	PKG/60	\$_____	19	\$_____	
01-55-020 CAT#Z 67 OF 96	T - PINS 1- 1/2 INCH: 100/BOX.	CTN/10 BOXES	\$_____	5	\$_____	
01-55-025 CAT#Z 68 OF 96	CLIPBOARD 9 X 12-1/2 : SMOOTH HARDBOARD FINISH ON BOTH SIDES W/BEVELED EDGES.	EACH	\$_____	42	\$_____	
01-55-030 CAT#Z 69 OF 96	BRASS FASTENERS -ROUND HEAD; 1 INCH.	BOX/100	\$_____	52	\$_____	
01-55-031 CAT#Z 70 OF 96	BRASS FASTENERS -ROUND HEAD; 1 1/2 INCH.	BOX/100	\$_____	34	\$_____	
01-55-040 CAT#Z 71 OF 96	CORRECTION FLUID: FAST DRY; FOAM APPLICATOR. 22 ML FLUID. SANFORD CORRECTION FLUID - LIQUID PAPER OR APPROVED EQUAL.	CTN/12	\$_____	65	\$_____	
01-55-041 CAT#Z 72 OF 96	CORRECTION TAPE IN COMPACT DISPENSER: SINGLE LINE; WHITE; 1/6 in. X 400 in. BIC WITE-OUT 50790 OR APPROVED EQUAL.	PACK/10	\$_____	6	\$_____	
01-60-005 CAT#Z 73 OF 96	PLAIN WHITE ENVELOPES #10 : 4-1/8 X 9- 1/4 WHITE SULFITE RECYCLED PAPER, SUBSTANCE 24, GUMMED FLAP, DIAGONAL SEAM.	BOX/500	\$_____	27	\$_____	
01-60-008 CAT#Z 74 OF 96	KRAFT CLASP ENVELOPES 6-1/2 X 9-1/2: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	36	\$_____	
01-60-010 CAT#Z 75 OF 96	KRAFT CLASP ENVELOPES 9 X 12: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	69	\$_____	
01-60-015 CAT#Z 76 OF 96	CLASP ENVELOPES 10 X 13: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	67	\$_____	
01-60-025 CAT#Z 77 OF 96	INTER- DEPARTMENT ENVELOPES 10 X 13: PRINTED STANDARD FORM, PUNCHED HOLES, BUTTON & STRING CLOSURE, SUBSTANCE 28, KRAFT STOCK.	BOX/100	\$_____	23	\$_____	

01-60-028 CAT#Z 78 OF 96	INTER-DEPARTMENT ENVELOPES APPROXIMATE 4-1/2 X 10-3/8: PRINTED STANDARD FORM, PUNCHED HOLES, UNGUMMED FLAP, SUBSTANCE 28, NATIONAL ENVELOPE STOCK.	BOX/500	\$ _____	7	\$ _____	
01-60-030 CAT#Z 79 OF 96	WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; AVERY 5160 OR IF APPROVED EQUAL SAMPLE REQUIRED.	BOX/3000	\$ _____	41	\$ _____	
01-60-035 CAT#Z 80 OF 96	WHITE FILING FOLDER LABELS: PERMANENT -ADHESIVE FOR 1/3-CUT, 3 TAB FOLDERS; 2/3 in. X 3-7/16 in. AVERY 5366 OR APPROVED EQUAL.	BOX/1500	\$ _____	5	\$ _____	
01-60-040 CAT#Z 81 OF 96	SELF-ADHESIVE PRINT OR WRITE NAME BADGE LABELS; BLUE OR RED BORDER.	PACK/100	\$ _____	35	\$ _____	
01-60-041 CAT#Z 82 OF 96	"HELLO" BADGE LABELS: SELF- ADHESIVE PRINT OR WRITE NAME; BLUE OR RED.	PACK/100	\$ _____	50	\$ _____	
01-65-001 CAT#Z 83 OF 96	BLUE TOWEL CLOTH 12.5 in. X 16.8 in. WATER AND OIL ABSORBENT, 160 WIPERS PER BOX. WYPALL X80 TOWELS #41041 OR APPROVED EQUAL.	BOX/160	\$ _____	6	\$ _____	
01-65-005 CAT#Z 84 OF 96	PREMIUM FACIAL TISSUE 2-PLY WHITE: MINIMUM 144 CT TISSUE/BOX. SAMPLE REQUIRED.	CASE/ 36 BOXES	\$ _____	142	\$ _____	
01-65-010 CAT#Z 85 OF 96	ALKALINE BATTERY SIZE AAA; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 16 COUNT).	PKG./16	\$ _____	109	\$ _____	
01-65-012 CAT#Z 86 OF 96	ALKALINE BATTERY SIZE AA; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 16 COUNT).	PKG./16	\$ _____	133	\$ _____	
01-65-014 CAT#Z 87 OF 96	ALKALINE BATTERY SIZE C; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	\$ _____	15	\$ _____	
01-65-016 CAT#Z 88 OF 96	ALKALINE BATTERY SIZE D; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	\$ _____	23	\$ _____	
01-65-018 CAT#Z 89 OF 96	ALKALINE BATTERY SIZE 9 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	\$ _____	19	\$ _____	
01-80-001 CAT#Z 90 OF 96	LAMINATING FILM 12 in. x 500 ft. x 1.5 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	\$ _____	6	\$ _____	
01-80-005 CAT#Z 91 OF 96	LAMINATING FILM 18 in. x 500 ft. x 1.5 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	\$ _____	8	\$ _____	
01-80-010 CAT#Z 92 OF 96	LAMINATING FILM 25 in. x 500 ft. x 1.5 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	\$ _____	210	\$ _____	
01-85-001 CAT#Z 93 OF 96	PLAIN PAPER COPIER TRANSPARENCY FILM : 8-1/2 X 11 TYPE E HIGH HEAT W/ BLACK LINE IMAGE AND REMOVABLE STRIPES, 5 MIL. WT.: FOR CANNON AND SAVIN COPIERS. 3 M P P -2200 OR APPROVED EQUAL.	BOX/100	\$ _____	26	\$ _____	
01-85-010 CAT#Z 94 OF 96	WRITE-ON TRANSPARENCY FILM 8-1/2 x 11 CLEAR ACETATE: 5 MIL. WT. NORTHEAST OR APPROVED EQUAL.	BOX/100	\$ _____	1	\$ _____	

01-85-015 CAT#Z 95 OF 96	WATER SOLUBLE 4- COLOR PEN SET - BROAD TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 01574 OR APPROVED EQUAL.	SET/4	\$ _____	3	\$ _____	
01-85-016 CAT#Z 96 OF 96	WATER SOLUBLE 4- COLOR PEN SET - FINE TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 16074 OR APPROVED EQUAL.	SET/4	\$ _____	71	\$ _____	

The use of a company or brand name, except with software, in the specifications is intended solely for the purpose of describing a standard of quality, functional features and performance standards required and is not intended to limit or restrict competition. The bidder offering a product which they deem equal to the brand and model specified in the solicitation provided that the brand name specified is not followed by the words “no substitutions”, **shall indicate so on the Bid form** and submit with their bid the manufacturers specifications/descriptive literature for the product they are offering. **Failure to submit manufacturers specifications/descriptive literature with bids may be cause for bid rejection.**

IMPORTANT: Bid awards will be made as indicated by category total (A, B, C, D, E, F, G, H ,I, J) or category Z by line item to the lowest responsive and responsible bidder. If bidding on a particular category (except for category Z), all items within that category must be bid on.

Name: _____ Title: _____ E-mail _____

Company: _____ Telephone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

END OF SECTION